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EDMONTON

OPERATIONAL PLAN

(INTERIM)

Edmonton Region

Emergency Public

Warning System

Edmonton Region
Emergency Public Warning Working Group

The procedures detailed in this plan are approved in the use of the Edmonton Region Emergency Public Warning System

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Managing Director
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EDMONTON REGION
EMERGENCY PUBLIC WARNING PLAN

FOREWORD

This Plan outlines how prompt and coordinated warnings are issued to the public through the Edmonton Region Emergency Public Warning System operated by Access Network CKUA. It is to be used only when imminent danger to human life and safety threatens a community, for the transmission of life saving instructions in a disaster situation and conducting tests of the System.

It has been developed by the management of commercial and publicly owned broadcast outlets and the Edmonton Region Emergency Public Warning Working Group, and agreed to by system users.

The procedures and guidelines for issuing emergency public warnings by authorized municipal government and other authorities on the Edmonton Region Emergency Public Warning System are described herein.

This interim plan is in effect for the period of operation of the Edmonotn Region Pilot Project only. A province wide plan will be developed if appropriate.

PARTICIPANTS:

a. Systems Users - authorized users are listed in Annex "A".

b. This plan has been developed jointly by:

   i) Edmonton Region Emergency Public Warning Working Group

   - Access Network CKUA
   - City of Edmonton
   - City of Fort Saskatchewan
   - County of Strathcona
   - Strathcona Industrial Association
   - Alberta Weather Centre, Environment Canada
   - Radio/Television News Directors' Association
   - Emergency Preparedness Canada
   - Communications Canada
   - Alberta Public Safety Services

ii) Edmonton Region Broadcasters

. CFRN/CKXM	. CITV	. VIDEOTRON	. SHAW CABLESYSTEMS
. CBC/CBX-TV	. CHFA	. CJCA/CIRK	. CISN
. CFCW/CKRA	. CHQT	. CHED/CKNG-FM	. CHMG
. CKER	. CKUA	. CJSR	

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PURPOSE

1. To provide guidelines for issuing prompt and consistent warnings to the public during times of imminent danger.
2. To give instructions for use of the Edmonton Region Emergency Public Warning System operated by Access Network CKUA.
3. To outline a framework for testing the Edmonton Region Emergency Public Warning System.

AUTHORITY

4. Issued by the Minister under authority of the Alberta Public Safety Services Act.

DEFINITIONS

5. In this plan:

   a. "System" refers to the Edmonton Region Emergency Public Warning System which is operated under agreement between the Minister of Alberta Public Safety Services and Access Network CKUA for the rapid and effective delivery of warnings to the general public in times of major emergency or threatening disaster. The System is generally described as a broadcast transmission network which may consist of:

      i) a warning message transmitted on a subsidiary FM frequency for immediate rebroadcast to the public, and

      ii) a series of receiver sites located in the facilities of commercial AM and FM Radio, Television and Cable Transmission outlets. The receivers are used for rebroadcast of warning messages to the public, municipal emergency response communications centers and selected health care and/or educational institutions.

      Local or agency specific warning systems such as municipal sirens and weatheradio are not considered to be direct components of the Edmonton Region Emergency Public Warning System. Local or agency specific warning systems would be made to interface with the Edmonton Region Emergency Public Warning System as required by their respective controlling agencies.

   b. "emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

   c. "disaster" means a calamity caused by accident, by an act of war or insurrection or by the forces of nature, that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property.

d. **"imminent danger"** means an impending and actual emergency or disaster situation threatening a community which has the potential to cause widespread injury and death to persons or damage to property.

e. **"Edmonton Region"** means the area including the Cities of Edmonton, Fort Saskatchewan, Leduc, the Counties of Strathcona, Leduc and Parkland, the Municipal District of Sturgeon and all cities, towns, villages or summer villages within their boundaries.

f. **"municipality"** means a city, town, new town, village, summer village, county, municipal district, improvement district, metis settlement or special area.

g. **"authorized user"** means any municipal, provincial or federal government department or agency authorized to broadcast warning messages over the system. An authorized user must be issued a security code to access the system. All authorized users are listed in Annex "A".

h. **"broadcaster"** refers to any individual, organization or corporation licensed by the Canadian Radio-Television and Telecommunications Commission to broadcast an electronic media transmission intended as entertainment, information or service to members of the public.

SCOPE

6. This plan is not intended to replace any operations undertaken by a municipal, provincial or federal government department as part of its mandate to provide adequate emergency services to the population for which it is responsible.

7. This plan provides a network for authorized users to transmit warning messages and emergency information using electronic media transmissions of broadcasters in the Edmonton Region. It is intended to enhance the emergency operations of authorized users and to interface where necessary with local and agency specific warning systems, eg: weatheradio.

8. This plan is intended to be activated only during times of imminent danger and for System testing purposes. The System is to be tested on a regular basis, no less than four times per year.

9. The System must not be used for any purpose other than the transmission of life saving emergency public warnings or instructions.

IMPLEMENTATION

10. This plan is implemented with the cooperation of Edmonton Region Broadcasters. Operation of the System is covered under a separate agreement between the Minister of Alberta Public Safety Services and Access Network CKUA.

CONCEPT

11. Warnings will be issued only in accordance with the following guidelines:

    a. The plan is to be activated only for emergencies and disasters which are of a severity or scale that they require response beyond the normal scope of emergency response actions. Such emergencies or disasters must have the potential for threatening the lives and safety of large numbers of people.

    b. When in the judgement of any authorized user imminent danger exists to any portion of a community or communities, posing an immediate serious threat to human life and health, the authorized user may activate the System.

    c. A decision by an authorized user to issue a public warning over the System must take into account the immediacy of the pending disaster and the impracticality of using other methods of warning the public.

    d. An authorized user may activate the System to issue vital safety instructions in a post disaster period.

12. Responsibilities of participants:

    a. Access Network CKUA;

        i) operate and maintain the System,

        ii) participate in exercises designed to test the System and provide public education,

    b. Edmonton Region Broadcasters;

        i) operate and maintain in good order the System receiver provided for broadcast facilities which will be tuned to accept incoming warning messages from the System,

        ii) immediately rebroadcast all warning and emergency information messages verbatim as a public service during any pre and post disaster impact period and continue until such time as the authorized user who activated the System discontinues the emergency warning process,

        iii) participate in ad hoc committees to review each and every activation of the System,

        iv) participate in exercises designed to test the System and provide public education,

    c. Alberta Public Safety Services;

        i) monitor all use of the System and generally provide for ongoing adherence to the guidelines developed in this plan,

        ii) maintain confidential list of access security codes for all authorized users,

        iii) provide information to broadcasters' news departments on the disaster event,

        iv) notify all appropriate provincial and/or federal agencies who may be required to participate in a response to an emergency or disaster as a result of the events which gave rise to the issuance of the warning,

v) assign authorized user status to any municipal, provincial or federal government agency who requires access to the System,

vi) organize exercises designed to test the System and provide public education,

d. Authorized Users;

i) ensure that any and all use made of the System is in accordance with this plan,

ii) ensure that all persons using the System have been trained in its proper use,

iii) immediately after the transmission of the warning message advise Alberta Public Safety Services of the details of the event who will notify all broadcast news agencies and provincial and/or federal agencies in accordance with paragraphs 12C (iii) & (iv),

iv) participate in exercises designed to test the System and provide public education,

e. Edmonton Region Emergency Public Warning Working Group;

i) evaluate the project and provide a final report on the effectiveness of the System over the pilot period,

ii) participate in exercises designed to test the System and provide public education.

CO-ORDINATION OF SYSTEM USE

13. Access Network CKUA will coordinate the transmission of warning messages.

14. Alberta Public Safety Services will coordinate all exercises and testing of the System in cooperation with Edmonton Region Broadcasters and the Edmonton Region Emergency Public Warning Working Group.

WARNING MESSAGES

15. Each transmission of a message on the System will commence with a frequency tone of ten seconds duration which will precede the message.

16. Warning messages acceptable for broadcast on the System must contain the following basic information:

a. the type and nature of the emergency must be clearly stated at the beginning of the message;

b identification of the area and population at risk using specific geographic descriptions understood by the general public, eg: street names, municipal boundaries, etc.;

c. description, in concise terms, of measures that members of the public may take for self protection, or to protect personal property;

d. provision of time lines stating the expected duration of the emergency situation.

17. Messages intended for broadcast over the System must be clear, brief and to the point.

18. Specific warning or emergency information messages may be preprogrammed into the System by any authorized user through Access Network CKUA.

DELIVERY OF MESSAGES

19. An authorized user activates the System by:

    a. telephone contact with the central control unit located at;

       Access Network CKUA
       4th Floor, 10526 Jasper Avenue
       Edmonton, Alberta
       T5J 1Z7

    b. the authorized user then enters the assigned security code using the push-button tones on a touch tone telephone;

    c. the central control unit will respond to;

       i) indicate readiness to accept a voice message, or

       ii) provide a list of menu choices of pre-recorded messages,

    d. the authorized user then enters the information requested and responds to any instructions given by the central control unit;

    e. where provided by a specific agency or municipality, and where feasible, alternate forms of communication may be established with the central control unit.

20. All broadcasters will immediately interrupt current broadcast programming to relay messages verbatim as received.

AMENDMENT

21. This plan will be reviewed and updated at least annually. Amendments will be recorded on the inside back cover so that holders will be able to verify that the plan is current.

Annex A to
Edmonton Region
Emergency Public Warning Plan

AUTHORIZED USERS

The following agencies are authorized to access the Edmonton Region Emergency Public Warning System for the purpose of issuing emergency warnings or conveying emergency information in accordance with this plan.

AGENCY	MAILING ADDRESS	CONTACT PERSON
City of Edmonton Disaster Services	5th Floor, Centennial Building 10015 - 103 Avenue Edmonton, Ab. T5J 0H1	Michael Doyle Director 428-3641
City of Fort Saskatchewan Disaster Services	10005 - 102 Street Fort Saskatchewan, Ab. T8L 2C5	Dave Worman Director 998-2266
County of Strathcona Disaster Services	2001 Sherwood Drive Sherwood Park, Ab. T8A 3W7	Dave Hodgins Deputy Director 467-5216
County of Leduc Disaster Services	4301 - 50 Street Leduc, Ab. T9E 2X3	Larry Majeski Director 955-3567
City of Leduc Disaster Services	1 Alexandra Park Leduc, Ab. T9E 4C4	Earl Wedel Director 986-6467
Town of Beaumont Disaster Services	Box 330 Beaumont, Ab. T0C 0H0	Gordon Stewart Director 929-8782

AGENCY	MAILING ADDRESS	CONTACT PERSON
Town of Calmar Disaster Services	Box 750 Calmar, Ab. T0C 0V0	Neil McKerracher Director 985-3604
Town of Devon Disaster Services	Box 400 Devon, Ab. T0C 1E0	Phil Strap Director 987-3334
Village of New Sarepta Disaster Services	Box 278 New Sarepta, Ab. T0B 3M0	Michael Trempner Director 941-3780
Village of Thorsby Disaster Services	Box 297 Thorsby, Ab. T0C 2P0	Barbara Senio Secretary/Treasurer 789-3935
Village of Warburg Disaster Services	Box 29 Warburg, Ab. T0C 2T0	Lawrence Kwiatkowski Director 848-2261
County of Parkland Disaster Services	Bag 250 Stony Plain, Ab. T0E 2G0	Jim Simpson Director 963-2231
City of Spruce Grove Disaster Services	410 King Street Spruce Grove, Ab. T7X 2Z1	Larry Tebb Director 962-4496
Town of Stony Plain Disaster Services	Box 810 Stony Plain, Ab. T0E 2G0	Don Howden Director 963-2151
Village of Wabamun Disaster Services	Box 240 Wabamun, Ab. T0E 2K0	Larry Burton Director 892-2109

AGENCY	MAILING ADDRESS	CONTACT PERSON
M.D. of Sturgeon Disaster Services	9601 - 100 Street Morinville, Ab. T0G 1P0	Gilbert Boddez Director 939-4321
Town of Bon Accord Disaster Services	Box 100 Bon Accord, Ab. T0A 0K0	Roger Ruland Director 921-3930
Town of Gibbons Disaster Services	Box 68 Gibbons., Ab. T0A 1N0	Maisie Metrunec Director 923-3331
Village of Legal Disaster Services	Box 390 Legal, Ab. T0B 1L0	Robert Proulx Director 961-3773
Town of Morinville Disaster Services	Box 420 Morinville, Ab. T0G 1PO	Ross Quinn Director 939-4217
Town of Redwater Disaster Services	Box 397 Redwater, Ab. T0A 2W0	Tony Flierl Director 942-3921
City of St. Albert Disaster Services	City Hall, 5 St. Anne Street St. Albert, Ab. T8N 1E8	Dwayne Kalynchuk Director 459-1653
Alberta Weather Centre Environment Canada	Twin Atria Building 4999 - 98 Avenue Edmonton , Ab. T6B 2X3	Dave Burnett Officer in Charge 468-7905
Alberta Public Safety Services Plans and Operations	10320 - 146 Street Edmonton, Ab. T5N 3A2	Rudy Willhauk Director 451-7143

Annex B to
Edmonton Region
Emergency Public Warning Plan

SAMPLE WARNING MESSAGES

TOXIC GAS RELEASE

This is_____, _____mayor of the Town of_____.

This is an emergency public warning for the Town of _____and the Eastern quarter of the County of _____ east of highway _____. A train derailment on the main CPR line southwest of the Town of _____ has released a quantity of toxic gas.

Residents of these areas are urged to evacuate immediately in a north or northeasterly direction. Use marked evacuation routes and obey the instructions of authorized officers identified by a bright red left arm band.

Listen to your local radio or television stations for further instructions and do not use your telephone for the duration of this emergency.

TORNADO

This is _____, _____ of the Alberta Weather Centre, Environment Canada.

This is an emergency public warning for the Town of _____ and the eastern half of the Municipal District of _____, and the western half of the County of _____.

A tornado has touched down southwest of _____ and is moving in a north by northeasterly direction. Persons living in the following affected areas are urged to immediately take shelter in a basement or similar low ground.

The areas affected are:

- The Town of _____
- The M.D. of _____ from the eastern boundary to the _____river
- The County of _____ from highway ___ to the west boundary of the county.

Listen to your local radio or television stations for further instructions and do not use your telephone for the duration of this emergency.

LETTERS OF AGREEMENT

EDMONTON REGION EMERGENCY PUBLIC WARNING SYSTEM
LETTERS OF AGREEMENT SUMMARY

RADIO/TV/CABLE CO	AUT/MAN	RECEIVERS	MANAGEMENT CONTACT
CFCW/CKRA-FM	AUT	01	Warren Holte General Manager 437-4996
CHQT	AUT	01	Bruce Davis General Manager 424-8801
CHMG 1280	AUT	01	Doug Billingsley General Manager 458-1280
CKER	AUT	01	Dana Parker General Manager 438-1480
VIDEOTRON	AUT	01	Randy Muth General Manager 486-6700
CBC	AUT	03	Ron Smith Regional Director 468-2366
CHR	AUT	01	Jay Speth General Manager 468-5566

RADIO/TV/CABLE CO	AUT/MAN	#RECEIVERS	MANAGEMENT CONTACT
CISN-FM	AUT	01	Bob Lang General Manager 428-1104
CFRN/CJRE-FM	AUT/MAN	01	Brain Bolli General Manager 483-3311
CFRN-TV	MAN	01	Jack Little General Manager 483-3311
ITV	AUT	01	Wally Kirk General Manager 436-1250
ACCESS RADIO CKUA	AUT	-	Don Thomas General Manager 428-7399
CICA/CKIRK-FM	MAN	01	Neil Edwards General Manager 423-4030
SHAW CABLE	MAN	01	Larry Biswanger V.P. Operations 468-7111
CHED/CKNG-FM	MAN	01	Tom Reynolds General Manager 468-5300

Annex D to
Edmonton Region
Emergency Public Warning Plan

STANDING COMMITTEE OF BROADCASTERS TERMS OF REFERENCE

DEFINITIONS

In these terms of reference:

1. **Edmonton Region** means an area including:

   - Cities of Edmonton, Fort Saskatchewan and Spruce Grove;
   - Municipal District of Sturgeon No. 90
   - County of Strathcona No. 20
   - County of Lamont No. 30
   - County of Parkland No. 31
   - All towns, villages and summer villages within municipal boundaries listed above.

2. **Edmonton Region Broadcaster** refers to the owner, management or designated representative, of any private or public radio or television station or cable system which broadcasts programs of information or entertainment to the public in the Edmonton Region under a broadcast license issued by the Canadian Radio Television Commission (CRTC);

3. **System Operator** refers to Access Radio CKUA;

4. **System Administrator** refers to Alberta Public Safety Services;

5. **Standing Committee** refers to the Standing Committee of Broadcasters established in conjunction with the *Edmonton Region Emergency Public Warning Plan Project*.

PURPOSE OF THE STANDING COMMITTEE

The Standing Committee is intended to provide a forum for discussion, input, and review by Edmonton Region Broadcasters in the operation, activation and testing of the Edmonton Region Emergency Public Warning System.

The Standing Committee will also allow the system administrator and operator to seek advice from Edmonton Region Broadcasters on issues that interface between the System and Edmonton Region Broadcasters' transmission facilities.

PARTICIPATION IN THE STANDING COMMITTEE

Participation in the Standing Committee is open to all Edmonton Region Broadcasters who may at any time attend any meetings of the Standing Committee or request that a meeting be held to discuss any aspect of the Edmonton Region Emergency Public Warning Pilot Project or any issues arising there from.

No membership list will be maintained. Meetings will be held as required.

All Edmonton Region Broadcasters will be notified by mail, telephone or any other convenient means of communication of any and all meetings of the Standing Committee.

OBJECTIVES OF THE STANDING COMMITTEE

The Standing Committee will provide advice and direction to the system administrator and operator in the following areas:

a. testing - the development and implementation of ongoing on air testing of the Edmonton Region Emergency Public Warning System;

b. public awareness - examining public awareness about the Edmonton Region Emergency Public Warning System and advising on ways and means to increase public awareness and safety during system activations;

c. user training - assisting system operators to develop user training principles and practices that ensure appropriate use of the system in accordance with the Emergency Public Warning Operational Plan;

d. activation - to review each and every emergency activation of the system to ensure adherence by authorized users to the guidelines provided in the Emergency Public Warning Operational Plan; to make appropriate recommendations to the system administrator on the operation of the Edmonton Region Emergency Public Warning System arising from system activations.

These Terms of Reference shall provide guidelines

for the conduct of business of the

Edmonton Region Emergency Public Warning System

STANDING COMMITTEE OF BROADCASTERS

June 27, 1991